City of Takoma Park
Police Department

Crime Analyst
Full-Time
GRADE 30
Hourly Range: $22.18-$24.65
Depending on Qualifications
+ Excellent Benefits

The City of Takoma Park is seeking a Crime Analyst. Incumbent in this position
will be responsible for the collection, collation, analysis and dissemination of information relating
to crimes occurring in and around Takoma Park..

TYPICAL DUTIES:
Review, categorize and evaluate crime reports to identify suspect and crime trend information. Perform
standard searches and analyze suspect and MO correlation from data obtained.

Utilize data and information gathered to identify, track or forecast possible crime tends or problem areas.

Collect, analyze and interpret data and statistics from various sources including geographical information
systems.

Use geographic information systems to analyze and present information and assist in the preparation of
graphs, maps, tables and other visual representation regarding the occurrences of crime and crime trends.

Create daily, weekly, monthly, quarterly, annual crime report summaries to distribute to Council,
Department Staff, the State of Maryland and citizen advisory groups. Provides citizens and Police staff
with various criminal and social issue information.

Facilitate the exchange of crime and case information to law enforcement personnel both inside and
outside Takoma Park.

Plan, oversee and carry out administrative and strategic analysis of geographic and social information to
be used by Police administration for planning. Use results of data collection and analysis to evaluate and
recommend improvements in operations.

Compile monthly UCR reporting requirements. Complete and submit data in a timely manner

Attend community and interagency meetings on a regular basis to discuss current trends and to share
information.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:
Bachelor's degree from an accredited four-year college or university in Criminal Justice, Business

Administration, Public Administration or a related field; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Drivers License

Certified Law Enforcement Analysts desirable

Certified Crime and Intelligence Analyst desirable

SELECTION PROCESS:

Phase 1: Review of applications and resumes to determine the extent and relevancy of experience and training as it pertains to the Crime Analyst specification. Application evaluation may involve written tests and/or other appropriate screening tools.

Phase 2: Interview - Applicants will be interviewed by a team.

Phase 3: Employment Background Check - Employment background check will consist of reviewing past and current job performance; driving & criminal background check.

Takoma Park is an Equal Opportunity Employer.
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City of Takoma Park Human Resources
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301-891-7203